Business Gateway Initiative

Governance Board
September 30, 2004

Agenda

➢ Welcome

➢ Scope/Funding Updates

- Life Cycle Scope/Tasks

- Scope/Tasks for FY 05

- FY 05-06 funding breakdown by agency

➢ Business.gov October release preview

➢ Project Updates

➢ Closing

Governance Board

➢ Comprised of senior executives (predominantly CIOs) from partnering agencies.

➢ Responsibilities of Governance Board Members:

- Provide oversight and decision making support to the working groups tasked with achieving the Business Gateway (BG) vision and strategic goals.

- Designate a primary point of contact for their agency to serve on the BG Advisory Group.

- Support the project by dedicating resources where needed.

Project Highlights

➢ We are on target to go live on October 1.

Scope/Funding Updates

➢ The Project Team and OMB reviewed the overall scope and priorities of the initiative – as was done with all e-Government initiatives.

➢ The priorities of the initiative were reorganized into five key areas:

- Marketing & Outreach

- Content Management

- Forms Catalog Enhancements

- Compliance Assistance

- Harmonization

	Q1	Q2	Q3	Q4	TOTAL
PMO/Government FTE's (SBA/GSA)	• Report Project Activities • Maintain Forms Catalog • Conduct Governance Activities • Coordinate Portal Development ($987,500)	• Report Project Activities • Maintain Forms Catalog • Conduct Governance Activities • Coordinate Portal Development ($987,500)	• Report Project Activities • Maintain Forms Catalog • Conduct Governance Activities • Coordinate Portal Development ($987,500)	• Report Project Activities • Maintain Forms Catalog • Conduct Governance Activities • Coordinate Portal Development ($987,500)	$1,950,000
Outreach/Marketing	• Create Communications Plan • Create Marketing Plan ($500,000)	• Implement Communications Plan • Implement Marketing Plan ($500,000)	• Implement Communications Plan • Implement Marketing Plan ($500,000)	• Implement Communications Plan • Implement Marketing Plan ($500,000)	$2,000,000
Portal/Content Management	• Publish RFI and RFP to evaluate content management software & conversion from existing CMS ($20,000)		• Customization/Development of Portal ($1,475,000)		$1,495,000
Compliance Tools	• Evaluate Compass & Other Compliance Assistance Tools • Make Go/No Go decision to implement Compass ($70,000)	• Implement Compass (if viable) ($200,000) • Develop strategy for utilizing compliance tools; identify agencies willing to participate in development of compliance tools; identify potential opportunities for compliance tools ($500,000)			$770,000
Forms Catalog	• Enhance Forms Catalog to improve performance and ability to check in forms ($375,00)	• Enhance Forms Catalog to improve performance and ability to check in forms ($375,00)	• Enhance Forms Catalog to improve performance and functionality ($375,00)	• Enhance Forms Catalog to improve performance and functionality ($375,00)	$1,500,000
Forms Processing	• Conduct Alternatives Analysis ($200,000)	• Define Strategy for Forms Processing ($170,000)		• Make Go/No Go decision to implement Forms Processing	$370,000
Harmonization	• Lessons Learned Analysis • Implement Harmonization pilot project for Coal Mining ($150,000)	• Re-evaluate strategy for harmonization; Document Strategy & Approach ($70,000)	• Identify harmonization opportunities & evaluate reduction in burden; begin development on new harmonization opportunities ($500,000)		$720,000
Maintenance					$152,000
TOTAL	**$1,840,500**	**$3,815,500**	**$1,900,500**	**$1,400,500**	**$8,957,000**

Scope/Funding Updates

➢ As a result of reviewing the project scope and direction, overall project costs were reduced.

➢ Uncertainty regarding direction of Forms Processing may require costs to be revisited in out-years.

➢ FY 05 MOUs will reflect the revised funding requirements based on the funding allocation model.

Preview of Business.gov for October

Project Updates

➢ Feedback was collected and incorporated into the Exhibit 300 that was submitted to OMB.

➢ FY 05 MOUs are being finalized.

➢ Based on the FY 05 funding, membership to the Governance Board will be offered to the following agencies:

- National Science Foundation
- National Aeronautics and Space Administration
- Office of Personnel Management
- Department of State
- Department of Veterans Affairs
- Department of Defense
- Department of Education
- Department of Housing and Urban Development

Forms Catalog

Web Trends:

[Data for August 2004]

➢ Total visits	616,224
➢ Average visits/day	19,878
➢ Average visit length	11.5 minutes
➢ International visitors	15.36%
➢ Repeat visitors	44,776 (7.26%)

Forms Catalog

➤ The forms "universe" has been defined by crosswalking data from:

- Forms.gov
- Fedforms.gov
- ICR database

➤ The crosswalk data will be reviewed with agencies to establish an agreed upon forms baseline for each agency.

Agency in Forms.gov	Est. Total # of Forms	Forms in the Catalog
Department of Agriculture	563	439
Department of Commerce	923	686
Department of Defense	21	0
Department of Education	268	27
Department of Energy	198	74
Department of Health and Human Services	869	93
Department of Homeland Security	874	0
Department of Housing and Urban Development	647	3
Department of Interior	806	136
Department of Justice	490	66
Department of Labor	503	173
Department of State	123	0
Department of Transportation	454	139
Department of Treasury	1324	545
Department of Veterans Affairs	302	0
Environmental Protection Agency	566	98
General Services Administration	77	65
National Aeronautics and Space Adminstration	5	6
National Science Foundation	79	19
Office of Personal Management	159	69
Small Business Administration	165	71
Social Security Administration	435	179
Total for Participating Agencies	**9851**	**2888**
Total for Non-Participating Agencies	**903**	**51**

Forms Processing

- ➢ RFI for Alternatives Analysis
  - Closed on 9/20/2004.

- ➢ RFP for Alternatives Analysis
  - Award is scheduled for late this week.
  - The work will be performed during 1st Quarter FY 05.

- ➢ RFI for Forms Processing
  - Closed on 9/27/04

Harmonization

➢ Analysis of lessons learned emphasized the need for a rigorous process to identify and select harmonization opportunities.

➢ Coal Mining

- A pilot for the harmonization of forms will be implemented in the 1st Qtr FY 05
- The process will be expanded nationally in 2nd Qtr FY 05

➢ Trucking

- The strategy was shifted to focus on content.

Closing